◊NRCS

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October 2, 2006

WEST VIRGINIA BULLETIN NO: WV300-7-1

SUBJECT: LTP-ProTracts applications, update information and end of year actions.

Purpose: Provide direction on processing ProTracts applications for year end roll over and information on the application/contract numbering scheme in ProTracts.

Expiration Date: September 30, 2007

ProTracts was shutdown for all activities on September 30, 2006 and will resume October 9, 2006.

In accordance with 440-Conservation Programs Manual, Part 512 – Conservation Program Contracting, Subpart C Section 512.27, please change the status of all applications, with the exception of CSP applications, to "Deferred" status in ProTracts. A deferral letter (Exhibit 512.91 (b)) will be sent to the applicant notifying him or her of options to continue as is, modify the application, or cancel the application. All retained or modified applications will be promoted by the Designated Conservationist to the next fiscal year after October 9, 2006. Deferring an application resets the contract year, contract number, fund code, and cost list.

A new contract numbering scheme has been deployed for applications in 2007 to expand the one digit fiscal year to two digits. The new convention is as follows:
- 2 digit program code
- 4 digit GSA Requisition Number
- 2 digit fiscal year for contract
- 3 digit contract number (letters & numbers)

All the current 2007 applications in ProTracts will be automatically renumbered to this new scheme.

The new History module is being deployed from the Conservation Contract screen. History allows viewing of data on an individual contract basis, and displays the chronicle of the contract beginning with the application through final payment. The information has been stored in ProTracts or in Fund Manager but was not readily available or viewable in one central location. This module does not require new data entry and is populated by existing ProTracts screens and contract administration activities.

Letters can now be generated through the Manage Contract menus for any contract status (active, completed, terminated, or cancelled).

Additional information from Protracts help is attached for your information.

If you need additional information or have questions, please contact Herbert Andrick, ASTC-P at (304) 284-7560 or JR Wolfe, RC, at (304) 284-7583.

         /s/ William P. O'Donnell, Acting for

RONALD L. HILLIARD
State Conservationist

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To defer an application, you must have permission.

Step 1:   Click **Applications** from the main navigation bar.

Step 2:   Click once on **Manage Applications**.

- Manage Applications uses the same search options as the Find Applications search screen.

Step 3:   Select a **Program** from the Program drop-down list.

Step 4:   Click **Go** to search for the application.

Step 5:   Select the application to highlight it.

Step 6:   Select **Deferred** from the New Status drop-down.

Step 7:   Click **Save** on the *Manage Applications* menu bar.

- The application status is changed to deferred.

- The Promote Deferrals option on the menu is activated.

- Deferred applications can generate application letters.

Promote a Deferred Application

When an application is deferred, the Promote Deferrals option is active on the menu bar. The Deferred option is visible only if you have the permission to defer an application. The Promote Deferrals feature:

- Lets you change a deferred application back to pending.

- Erases the funding code and cost list for the application or the tracking code, if assigned, so that a new number can be assigned next year.

- Allows you to reset deferred applications to pending so that they can be selected for funding when reallocation funds become available.

- Lets you change the application's fiscal year to the next fiscal year.

Step 1:   Locate an application.

- For help see Select an Application or see Build a List of Applications.

Step 2:   Click once on an application to select it from the list.

- Click on the text in any column to select an application.

Step 3:   Click on **Promote Deferrals** in the *Manage Applications* menu bar.

- The Promote Deferred Applications window is displayed.

Step 4:   Click the Fiscal Year drop-down arrow to select a new fiscal year.

Step 5:   Click the check box to change status to **Pending**.

- The application's status is changed to pending.

- When the application is opened, the new fiscal year is displayed.

Step 6:   Click **OK**.